

General Windows Keyboard Shortcuts

Tip #14

Keyboard shortcut	Function
Win	Display or Hide the Start screen
Ctrl + Shift + Esc	Open the Task Manager
Win + M	Minimize all windows
Win + Shift + M	Restore minimized windows on the desktop
Win + R	Open the Run dialogue box
Win + F1	Open Windows Help and Support
Win + Up arrow	Maximize the desktop window
Win + Down arrow	Minimize the desktop window
Win + plus (“+”) or minus (“-“)	Zoom in or out using Magnifier
Win + L	Lock your PC or switch accounts.
Alt + F4	Close the active item or exit the active app
Alt + Enter	Display properties for the selected item
Control + C	Copy the selected item
Control + X	Cut the selected item
Control + V	Paste the selected item
Control + Y	Redo an action
Control + Z	Undo an action
F1	Display Help
F2	Rename the selected item
F3	Search for a file or folder
F4	Display the address bar list in the File Explorer
F5	Refresh the active window
F10	Activate the menu bar in the active app

New shortcuts for Windows 10

Here are exclusive keyboard shortcuts designed for Windows 10. These are great time-savers for power users and multi-taskers who use multiple virtual desktops.

Keyboard shortcut Function

Win + Q	Open Cortana for voice input
Win + S	Open Cortana for text input
Win + I	Open Windows settings pane
Win + A	Open Windows 10 Action Center
Win + X	Open Start button context menu
Win + Left	Snap active window to left
Win + Right	Snap active window to right
Win + Up	Snap active window to top of screen
Win + Down	Snap active window to bottom of screen
Win + Ctrl + D	Create a new virtual desktop
Win + Ctrl + Left	Cycle through desktops to the left
Win + Ctrl + Right	Cycle through desktops to the right
Win + Ctrl + F4	Close current desktop

Win + TAB	Access all desktops and apps in Task View
Win + PrtSc	Take a screenshot and save it to Pictures folder
Win + G	Open the Game DVR recorder
Win + Alt + G	Start recording current activity on screen
Win + Alt + R	Stop recording